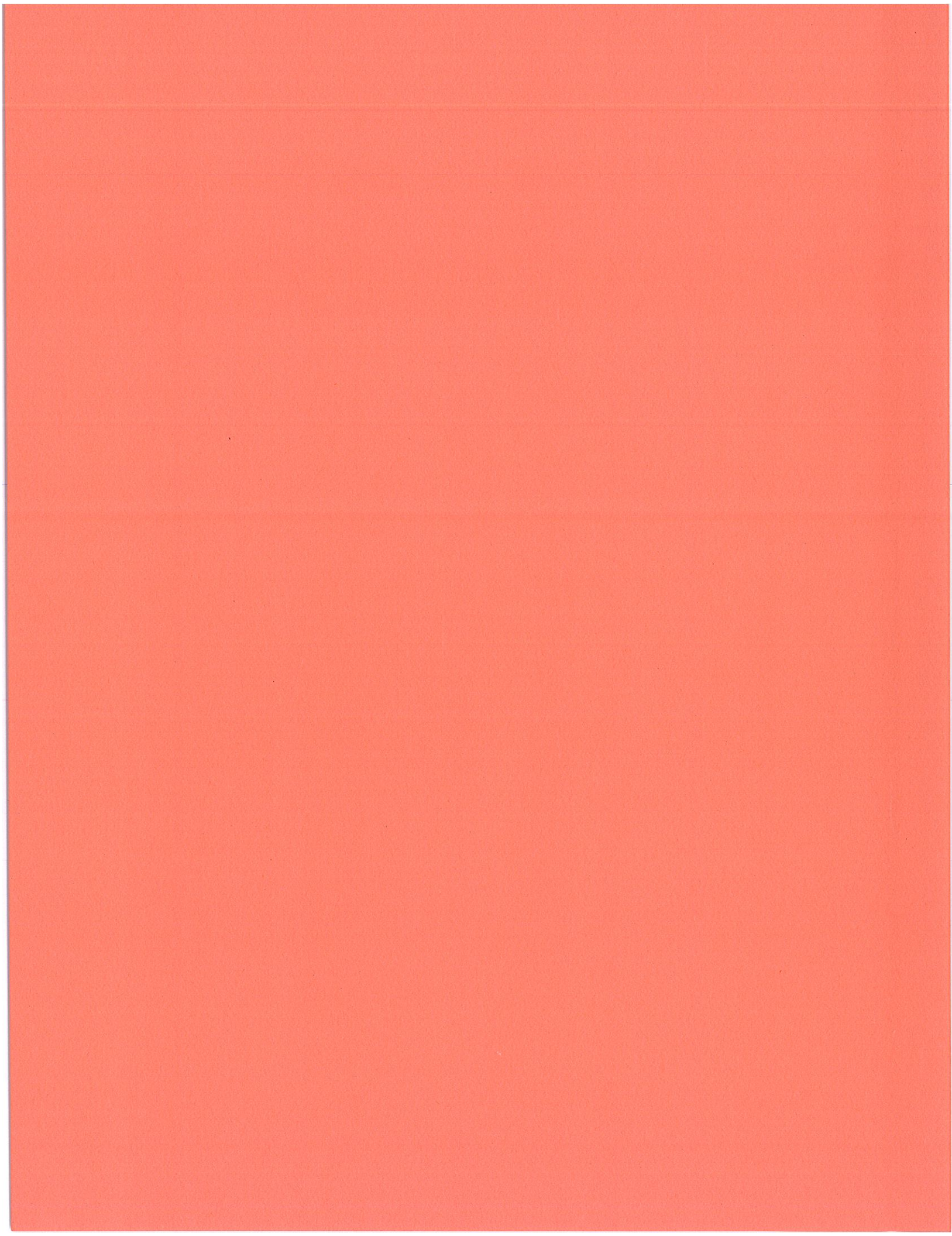


## Weekly Management Report August 21, 2015

1. **Memo** – NBC Universal Traffic Mitigation – City Manager
2. **Synopsis** – Downtown Burbank Partnership (PBID) Meeting of August 13, 2015 – Community Development Department
3. **Synopsis** – Burbank Hospitality Association (BHA) Meeting of August 13, 2015 – Community Development Department
4. **Synopsis** – Burbank Water and Power Board Meeting of August 6, 2015 – Burbank Water and Power Department
5. **Synopsis** – Sustainable Burbank Commission Meeting of August 17, 2015 – Public Works Department







**CITY OF BURBANK**  
**OFFICE OF THE CITY MANAGER**  
**(818) 238-5800**  
**FAX (818) 238-5804**

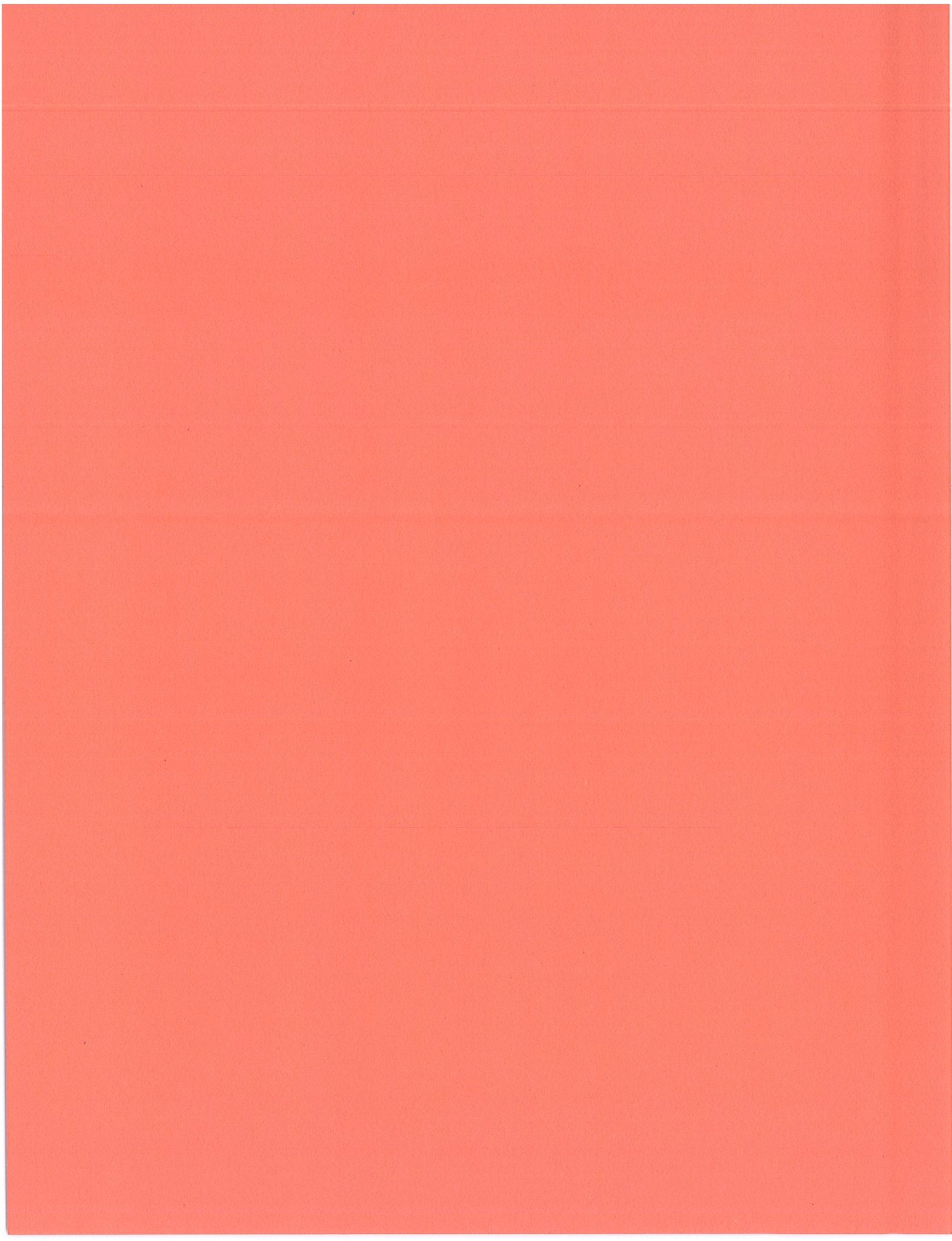
**DATE:** August 21, 2015  
**TO:** Honorable Mayor & City Council  
**FROM:** Mark Scott, City Manager *MS*  
**SUBJECT:** NBC Universal Traffic Mitigation

I am pleased to report that NBCUniversal officials presented Mayor Frutos and I with two checks this week, totaling \$200,000. The checks are for traffic mitigation in Burbank, including:

- a \$50,000 final payment toward the \$150,000 Neighborhood Protection Plan, and
- a \$150,000 second payment for signal plan improvements. They previously paid \$316,000 for this program.

I am told that the mitigation funds are being paid several years before they were due. I will work with staff to be sure the funds are placed in the right project accounts.









# memorandum

**DATE:** August 18, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Asst. City Manager/Interim Community Development Director 

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – August 13, 2015

- A wrap-up of the Car Classic event was presented to the Board. Attendance was at an all-time high of 15,000–17,000, event marketing and advertising efforts reached an audience of 12.5 million, and attendee surveys showed that 54% were from outside of Burbank while 62% attended the event for the first time. Overall, the Board was very pleased with the success of this year's event.
- Staff presented the Board with an amended Ice Rink Proposal from Ice America to install and operate an ice rink in the City Hall Parking lot from December 11, 2015 – January 3, 2016. The PBID would help facilitate the use of the City Hall Parking lot for the ice rink and would invest \$30,000 in sponsorship funds to Ice America. Ice America would be responsible for the installation, operation and ongoing electrical and water usage costs associated with the ice rink. The proposal was approved by the Board. Similar to years past, the City Council will consider a right of entry agreement for the use of the parking lot behind City Hall.
- The Burbank International Film Festival (BIFF) was the recipient of a \$10,000 sponsorship from the PBID back in April 2015. At the April meeting, the Board declared that an additional \$5,000 sponsorship would be considered contingent upon BIFF's ability to engage Downtown Burbank merchants. The BIFF provided additional information highlighting their efforts to work with eleven Downtown Burbank merchants during the festival. The Board approved the additional \$5,000 commitment. The BIFF is expected to attract over 3,500 attendees to the festival from September 9–13.
- Staff updated the Board on the status of the MUD Paseo Project and additional maintenance projects for Downtown Burbank. The City's Public Works Department will oversee all construction and maintenance projects in Downtown. The Mud Paseo Project is currently out to bid and once bids are received the item will be presented to the City Council for consideration. For any future maintenance and construction projects, staff will work with the City Attorney's office to amend the current City Services Agreement between the PBID and the City to include a clause that allows the PBID to provide the City with funding to construct and oversee construction and maintenance projects.







# memorandum

**DATE:** August 17, 2015

**TO:** Mark Scott, City Manager

**FROM:** Justin Hess, Assistant City Manager/ Interim Community Development Director 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS – AUGUST 13, 2015**

- Representatives from The Burbank YMCA, The Creative Talent Network eXpo, and Downtown Burbank Partnership staff presented sponsorship opportunities for their upcoming events. The BHA Board approved the following sponsorship amounts based on the events' ability to generate overnight stays as well as its' level of marketing and promotional exposure.
  - YMCA Thanksgiving Day Turkey Trot, November 26, 2015 - \$5,000
  - Burbank Beer Festival, October 17, 2015 - \$30,000
  - Seventh Annual Creative Talent Network Animation eXpo ,November 20-22, 2015 -\$20,000
- Strausberg Group presented the new Visit Burbank Media Plan slated to launch with the new brand and identity campaign in October 2015. The Media Plan will target the domestic and international leisure traveler, meeting planners, and those traveling to Universal Studios Hollywood. With a total estimated annual budget of \$400,000, the Media Plan will focus greatly on digital media with 75% of all advertisements on a digital platform while the remaining 25% will go to print, in-flight and in-airport advertisements.
- A joint board meeting with the Downtown Burbank Partnership is scheduled for September 17th.
- The next regular board meeting is scheduled for October 8<sup>th</sup>.








# Burbank Water and Power

## MEMORANDUM

DATE: August 13, 2015

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING 

Following is a synopsis of the August 6, 2015 BWP Board meeting:

### **BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Liu presented BWP's financial update for June as well as the year end fiscal update.

### **AGREEMENT WITH KANDELA TO PROVIDE MOVING CONCIERGE SERVICES TO BWP CUSTOMERS**

Mr. Peck provided information on the moving concierge services offered by Kandela. Kandela partners with electric utilities as well as other companies to help customers connect with a wide range of services. When customers contact BWP to sign up for municipal services the utility can become a one stop shop for customers helping to reduce the trouble of finding and contacting other services.

There is no cost to the City for this program. Kandela has offered to share their profits with the City. This opportunity can help to support BWP's Project Share, a program that assists customers in need of assistance paying for their utility services.

This was an information only item.

### **INTRODUCTION OF WI-FI COMMUNITY BROADBAND TO THE CITY OF BURBANK**

Ms. DeLeon reviewed the utility's plan to provide free Wi-Fi community broadband service to the City of Burbank. She explained that this wireless service will be available for use by anyone in Burbank as a best-efforts internet connection on an "as is" basis. There will be no technical support provided for the service. Upon approval, the program will be implemented on August 17, 2015.

Staff asked that the BWP Board approve and recommend to City Council its approval of the plan for a free citywide Wi-Fi community broadband service.

The BWP Board voted 6-1 in favor of staff's recommendation.

### **APPROVAL OF AN AGREEMENT FOR INTERIM WATER SYSTEM CONNECTION AND WATER DELIVERY BETWEEN THE CITY OF LOS ANGELES AND THE CITY OF BURBANK**

Mr. Nahhas delivered a brief report on the history of the Burbank Operable Unit (BOU). Staff is asking for an approval on an agreement for interim water system connection and water delivery between the City of Burbank and LADWP. During the months of November through April the



BOU is under-utilized partly due to cooler weather and partially to the blending requirement to comply with water quality standards. The agreement would provide Los Angeles with a minimum 500 acre-feet of blended water per year. This would boost the operation of the BOU to near its originally intended rated capacity.

The BWP Board voted 7-0 in favor of staff's recommendation.

**McCLURE TANK SEISMIC IMPROVEMENTS**

Mr. Thompson shared that the McClure Tank is a 2 million gallon steel potable water storage tank that was constructed in 1956. A study was conducted that identified McClure Tank as in danger of failure during an earthquake. Staff recommended proceeding with the design and construction of the seismic improvements to McClure Tank using the design/build process.

The BWP Board voted 7-0 in favor of staff's recommendation.

**COMMUNITY RECYCLED WATER FILL STATION PILOT PROGRAM**

Ms. Meyer reported on the proposed Community Recycled Water Fill Station Pilot Program that would allow Burbank residents and businesses to obtain recycled water for supplemental irrigation use at no cost. The proposed fill station is a 50 foot long, 5 fill station. If approved, it will be parked at George Izay Park on Saturdays through the end of October, and will allow customers up to 300 gallons of water per trip. Two BWP staff members will run the distribution, one from the Water Division and one from Customer Service. Customers will need to sign a form that indicates they understand the restricted uses of recycled water.

Staff recommended the Board endorse the Community Recycled Water Fill Station pilot program.

The BWP Board voted 7-0 in favor of staff's recommendation.

**LEGISLATIVE UPDATE**

Mr. Davis handed out legislative updates for discussion.

**DROUGHT UPDATE**

Mr. Mace reported that there has been no major weather effects although, the July rain did cause Lake Powell to go up slightly and Lake Mead will not go into a shortage this year. Burbank's reduction was 26% in June and July. Mr. Flores discussed the utility's communications plan as well as enforcement.







**SUSTAINABLE BURBANK COMMISSION**  
**August 17, 2015**

**SYNOPSSES OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The August Green Spotlight Award was postponed until September.

**II. ORAL COMMUNICATIONS:**

A. Public Communication:

None

B. Commission Member Communication:

Mr. Hardyment introduced Maggie Martinez, Manager of Noise & Environmental Programs, Burbank Bob Hope Airport. Ms. Martinez will replace Mr. Hardyment as the new Airport liaison to the Commission.

Mr. Newhoff reported that a solar thermal power project using liquid salt is being developed in Tonopah, Nevada. Mr. Newhoff also stated that he is concerned about potential pathogen issues related to grey water use at the future Community Garden. Ms. Springer stated that the Garden will utilize recycled water and not grey water.

Ms. Gabel-Luddy stated that the City Council has requested a report from staff on street tree preservation during the drought.

Ms. Springer reported that Burbank Water and Power (BWP) can provide a free of charge, "best efforts/as is" citywide wireless community broadband service that brings internet access to all residents, delivered courtesy of the community-owned utility. Ms. Springer also stated that BWP will offer free recycled water to Burbank residents at George Izay Park.

C. Staff Communication:

Ms. Teaforde announced that there will be an enhanced watershed management program presentation at the August 25, 2015, City Council meeting at 5:15 p.m. in the Council Chamber.

Mr. Hampel reported that there has been a series of positive legislative decisions regarding producer responsibility in California for sharps and pharmaceuticals. Mr. Hampel also stated that America Recycles Day will be held in November and distributed a fact sheet on California's beverage container recycling and litter reduction program.

**III. APPROVAL OF MINUTES:**

The July 20, 2015, minutes were approved by all present with one abstention. Mr. Roesner abstained.

**IV. AD HOC MASSACHUSETTS PLAN SUBCOMMITTEE REPORT:**

At its October 20, 2014, meeting, the Commission agreed to form the ad hoc Massachusetts Plan Subcommittee to discuss drafting a conceptual plan for a retiree employment program in Burbank, similar to the plan in Massachusetts, where businesses hire retirees with technical backgrounds. The ad hoc subcommittee, with concurrence from the Commission at its July meeting, invited representatives from SCORE Greater Los Angeles, a nonprofit association dedicated to helping small businesses, to make a presentation. The Commissioners may ask questions and engage in discussion

Jin Han, Mentor, SCORE Los Angeles, gave a brief presentation on how the nonprofit association helps businesses grow and achieve their goals through education and mentorship. SCORE provides professional guidance and information, accessible to all, to maximize the success of America's existing and emerging small businesses. SCORE has 340 chapters throughout the United States with 11,000 volunteers that provide mentorships and conduct educational workshops.

**V. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT:**

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Smith, on behalf of the Subcommittee, reported that the Subcommittee met to discuss and develop a methodology for the group's input during the initial onset of projects in the City related to the integration of the vehicle, bicycle, and pedestrian elements. The Subcommittee will provide the Commission with their concept for discussion at the September meeting.

**VI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commissioners agreed to add the following items to a future agenda:

- Discuss the future direction of the Ad Hoc Mobility and Urban Design Subcommittee
- Street tree preservation report
- Discuss proposal of a recycling ordinance for multi-family dwellings

**VII. BURBANK GREEN SPOTLIGHT AWARD FOR SEPTEMBER 2015:**

The Commission will select one of its members to identify a Burbank Green Spotlight Award winner for August 2015.

At the July 20, 2015, meeting, Ms. Rosero volunteered to choose a recipient for the August 2015 Green Spotlight Award. Due to unforeseen circumstances, the August Award was postponed until September 2015.

**VIII. ADJOURNMENT:**

The meeting was adjourned at 6:18 p.m.